

## **DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY**

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

### **ELIGIBILITY REVIEW SPECIALIST**

Role Title: Health Care Compliance Specialist II

Position # W0209

**HOURLY POSITION – NO STATE BENEFITS**

Pay Band 5, Level II - Hiring Range: \$21.10 - \$29.70 per hour

**Closing Date: December 27, 2017**

Excellent opportunity to join the Program Integrity Division as an Eligibility Review Specialist. This position performs eligibility reviews, audits, investigates, and documents recipient Medicaid/FAMIS eligibility and claims records to assess compliance with Medicaid laws, regulations and policies. The incumbent manages recipient audits and reviews to determine non-compliance and seeks recovery of misspent funds. Applicants must have working knowledge of office practices and procedures, business English, and the rules of grammar and punctuation. Requires demonstrated ability to deal with the public and maintain confidentiality of complex and sensitive information. Must demonstrate ability to perform a variety of technical functions independently and to organize large volumes of work. Must have working knowledge of Medicaid /FAMIS policies for recipient eligibility categories. Proven ability to communicate effectively, verbally and in writing, including thorough explanation of policies and statutes is required. Must be proficient using the PC and software applications including databases, spreadsheets, and word processing. Requires proven ability to communicate effectively, verbally and in writing, including thorough explanation of policies and statutes. Technical support experience in health or social services or similar program area strongly desired. High school graduate with some college course work in computer applications, business/office practices and communications is preferred.

### **ONLINE STATE APPLICATION REQUIRED**

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the RMS by **11:59 p.m.** on the referenced closing date. Faxed, emailed, or hand delivered applications or resumes will not be accepted and resumes will not substitute for a complete state application. Applications must include complete work history, including periods of unemployment if applicable. Consideration for an interview is based solely on the information within the application.

**Receptionist:** 804-786-5408, TDD 800-343-0634

**Web Sites for Vacancy Listings**

**RMS:** <https://virginiajobs.peopleadmin.com/>

**DMAS:** [http://www.dmas.virginia.gov/Content\\_pgs/ab-emp.aspx](http://www.dmas.virginia.gov/Content_pgs/ab-emp.aspx)

**Applicants who require accommodation to apply for Agency openings should contact the DMAS receptionist for assistance.**

**EEO/AA/ADA**